



ACCOUNTING SPECIALIST

Purpose:

To actively support and uphold the City's stated mission and values. To perform complex paraprofessional accounting work of a highly skilled nature in the accounts payable or cash management areas within accounting.

Supervision Received and Exercised:

Receives general supervision from higher level accounting staff, or from other supervisory or management staff.

Essential Functions:

Duties may include, but are not limited to, the following:

When assigned to Accounts Payable:

- Monitor and resolve difficult accounts, liaison to departments, create/update procedures and perform system testing as needed
- Administer payments to vendors using the City's financial system to ensure timely and accurate payments; verify payment information submitted by departments; reconcile vendor statements; monitor purchases for compliance with laws and City policies
- Assist vendors and departments with questions relating to invoices, cash deposits, and other associated items; research and resolve payment and cash deposit discrepancies; communicate effectively, verbally and in writing; perform mathematical calculations
- Process the weekly check run; review AP invoice batches and Petty Cash reimbursements
- Prepare annual IRS required Form-1099 reporting, vendor maintenance, and follow-up
- Review and approve new and revised vendor accounts, including W-9 and withholding information, in accordance with IRS regulations

CITY OF TEMPE

Accounting Specialist (continued)

- Assist Cash Management position by processing credit card chargebacks and NSF notifications and sending communication to designated Department representatives.
- Evaluate and input various General Ledger entries including corrections, allocations and payments; execute assorted month-end duties
- Analyze returned checks and other unclaimed property; redirect mailings and/or void and reissue checks to get property to the rightful owner; complete annual Escheat to State reporting for Arizona and all other states involved
- Perform related duties as assigned

When assigned to Cash Management:

- Assist vendors and departments with questions relating to invoices, cash deposits, and other associated items; research and resolve payment and cash deposit discrepancies; determine root causes of misaligned transaction activity or differences between external processing networks and the City's internal system reports; communicate effectively verbally and in writing; perform mathematical calculations
- Reconcile the City's Concentration Bank Account with financial system information, account for deposit tickets, direct deposits (credit cards from merchant locations throughout the City, lockbox, CheckFree and SurePay); process credit card chargebacks and NSF notifications by sending communication to designated Department representatives; coordinate with City staff, Business Analysts and bank representatives as needed to resolve reconciling differences.
- Obtain daily transaction detail reports from the bank websites and classify the transactions based on specific reconciling criteria
- Provide feedback and guidance to City personnel regarding cash and credit card transactions and respond to department inquiries
- Work with the Information Technology Division, and/or outside agencies, when new systems or upgrades are implemented and assist with integration into the City's existing platforms
- Prepare and record journal entries, including corrections, adjustments, and month-end related transactions
- Perform related duties as assigned

Minimum Qualifications:

Experience:

Three years of accounting experience in an area appropriate to the assignment of accounts payable or cash management, or directly related to the core functions of this position.

Education:

Equivalent to an Associate's degree with preference towards major coursework in bookkeeping, accounting or business; or degree related to the core functions of this position.

Licenses/Certifications:

None

Examples of Physical and/or Mental Activities:

- Work in a stationary position for considerable periods of time
- Operates computer, copy machine and calculators
- Extensive reading and close vision work
- May require working extended hours
- Periodic lifting of boxes containing cash related documentation, typically not to exceed 30 lbs (Cash Management assignment)

Competencies:

<http://www.tempe.gov/home/showdocument?id=26274>

Job Code: 531

Status: Non-Exempt / Classified